



**U.S. General Services Administration**

The background of the slide features a stylized, wavy American flag with red and white stripes and a blue field with white stars.

# **I'm A New Federal Fleet Manager**

## **(Where Do I Even Begin?)**

**Jan 2015**

# Basic / Basic Stuff

You Need To Know Your Fleet

You ~~Need~~ Must Have Accurate Data

You Need To Know The  
Regulations/Policies/Guidance  
That Impacts Your Fleet

You Need To Know Who Can Help

# Poll Question #1

A very basic requirement to manage a motor vehicle fleet is that:

1. You Ought to Have Accurate Data
2. You Should Try to Have Accurate Data
3. You Must Have Accurate Data
4. Having Accurate Data Isn't Important

# Know Your Fleet: Missions

## What Are Your: Missions?

Transportation?

Cargo Movement?

Law Enforcement?

Trades & Crafts?

Special Purposes?

Emergency Response?

**Where Are Your: Locations?**

Close or Dispersed?

World-wide?

**What Are Your: Geography & Terrain Challenges?**

Mountains, Desert, Snow?

# Know Your Fleet: Inventory

**What is Your Total Inventory? (MIS)**

**How is a Vehicle Justified In Your Fleet? (VAM?)**

**Are They Owned or Leased? (Why?)**

# Know Your Fleet: Inventory

**How Many Vehicles are Driven Home-to-Work?**  
(How much does HTW cost? How is it justified?)

**Do You Have Law Enforcement or Emergency  
Response Vehicles?**

**Do You Have Vehicles and Equipment in  
Addition to Your Motor Vehicles?**

**IMPORTANT: How Many Vehicles Could You Eliminate And Still Complete Your Mission?**

What Will You Do If You Need to Cut More?

What Are You Doing (*right now*) to Prepare For Budget Cuts?



# Know Your Fleet: Cost

**What is Your Total Cost Per-vehicle?**

(fuel, maintenance, depreciation, indirect cost, etc.)

**What is Your Cost-Per-Mile?**

(Cost-per-mile is useful to evaluate your fleet's cost compared to it's utilization)

**How Does Your Fleet Cost Compare to Other Federal Fleets?**

## Poll Question #2

**Cost-Per-Mile is a useful measurement of your fleet performance because:**

- 1. It provides mileage information to predict future tire purchases**
- 2. It is useful to evaluate your fleet's cost compared to it's utilization**
- 3. It ensures that the vehicle's odometer works**
- 4. Fewer miles is better**

## Where Can I Find My Fleet Data?

My Agency Vehicle Management Information System

FMVRS

Reports Carryout (GSA Leased Vehicles)

OMB Scorecard

Strategic Sustainability Performance Plan

EPA Act Reports

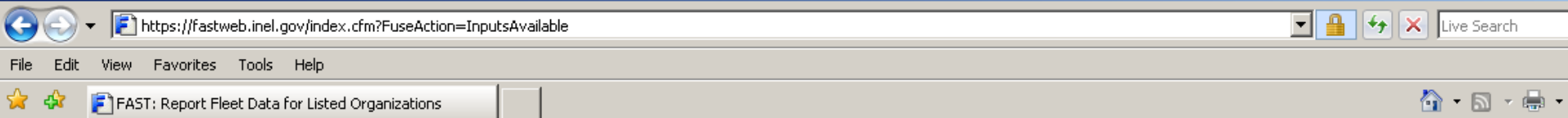
Prior-Year Federal Fleet Reports

Prior-Year Fleet Management Plans



# Fleet Data: FAST

FAST: Report Fleet Data for Listed Organizations - Windows Internet Explorer provided by General Services Administration



Agency: General Services Administration

My Info

Fleet Data

OMB Data

Reports

Admin Tools

Help

## Report Fleet Data for Listed Organizations

**INSTRUCTIONS:** This is a new method for showing the list of available reports. This renders the list of input screens much quicker than the previous method. If you prefer to see the list with the accompanying percentage of completion, please use the [2009 Data Completion Report](#). However, that view takes about 2 minutes to build.

Select Relevant Year:

- = Click to view the **input screen** for each report element.
- = Click to view the **AFV Report** for each organization.
- = Click to view the **SF82 Report** for each organizational element.
- = Click to view the **AFV Raw Data** for each organization.
- = Click to view the **DOE Table 7 AFV Acquisition Report** for each organization.
- = Click to view the **DOE Table 8 AFV Inventory Report** for each organization.
- = Click to view the **Data Quality and Consistency Report** for each organization.
- = Click to **generate** and view Data Validation Report
- = Click to **view** Data Validation Report (**no outstanding issues**)
- = Click to **view** Data Validation Report (**1 or more issues**)

### General Services Administration

[General Services Administration-Domestic MSA](#)

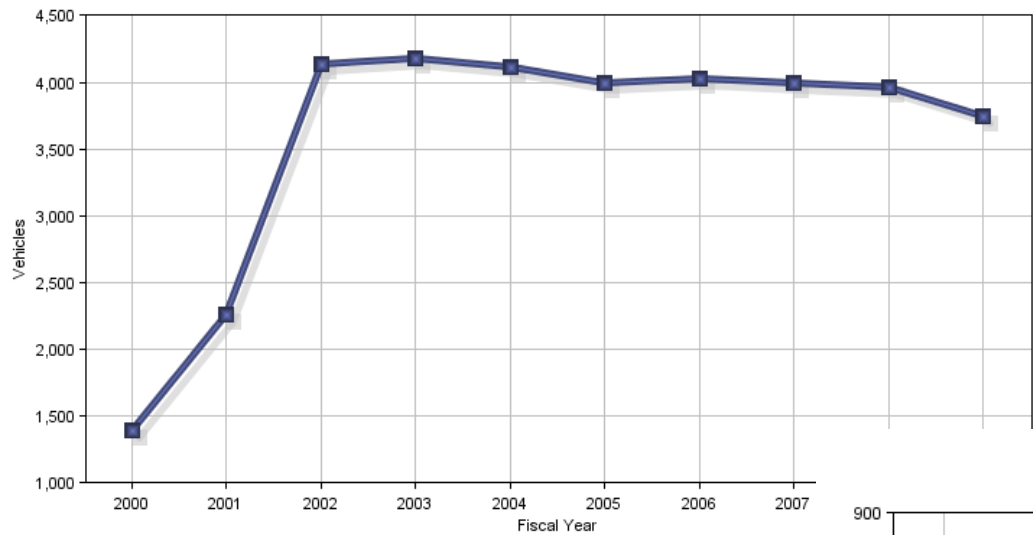
[GSA-Foreign](#)



**Check Here  
For  
Quality  
Consistency  
Reports**

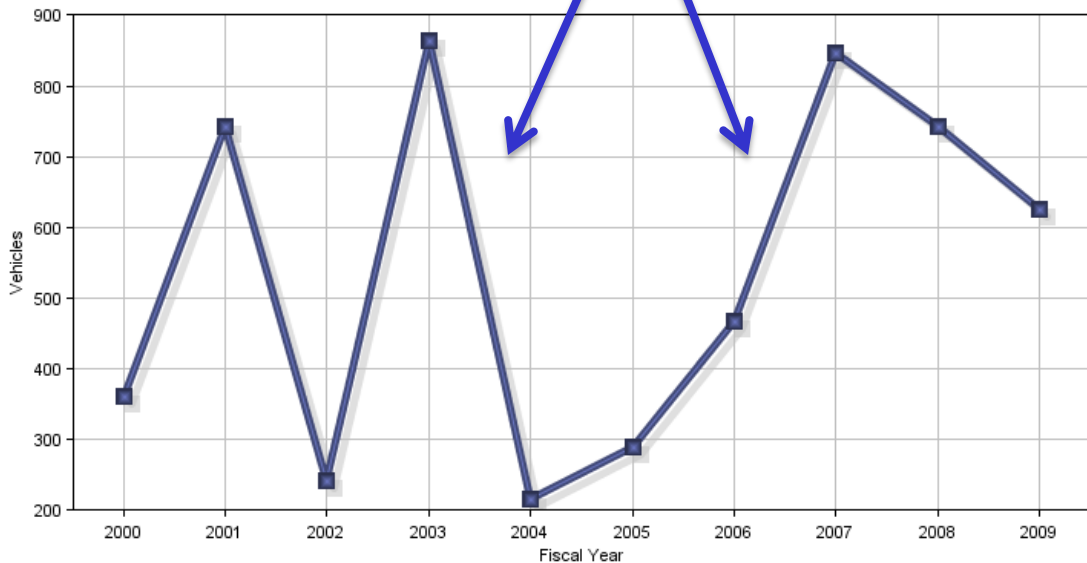
# Fleet Data: FAST

Vehicle Inventory



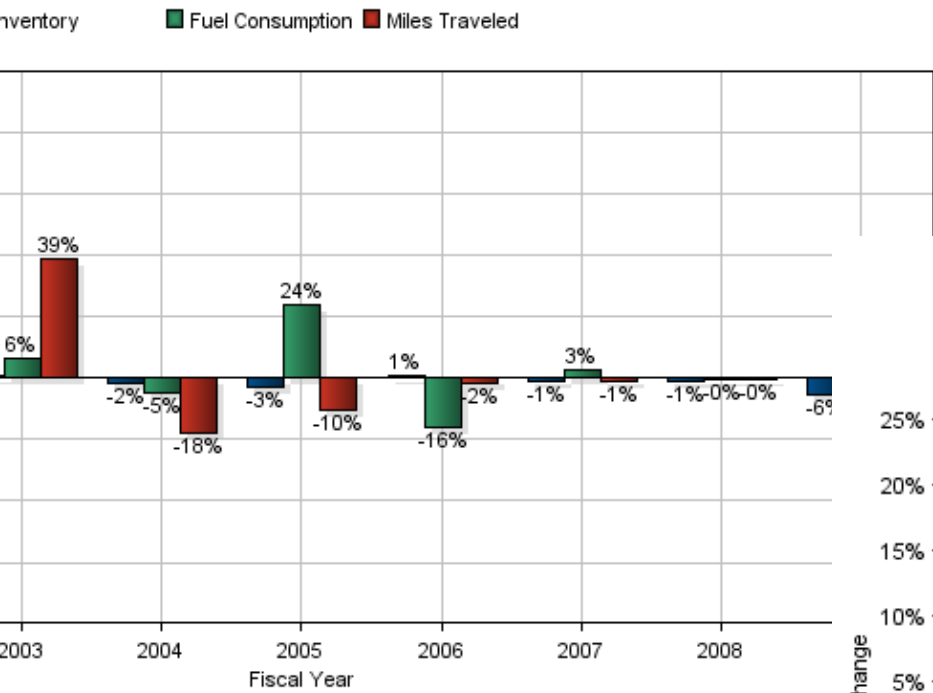
**Wildly Inconsistent Data  
From Year-to-Year!**

Alternatively-Fueled Vehicle Acquisitions



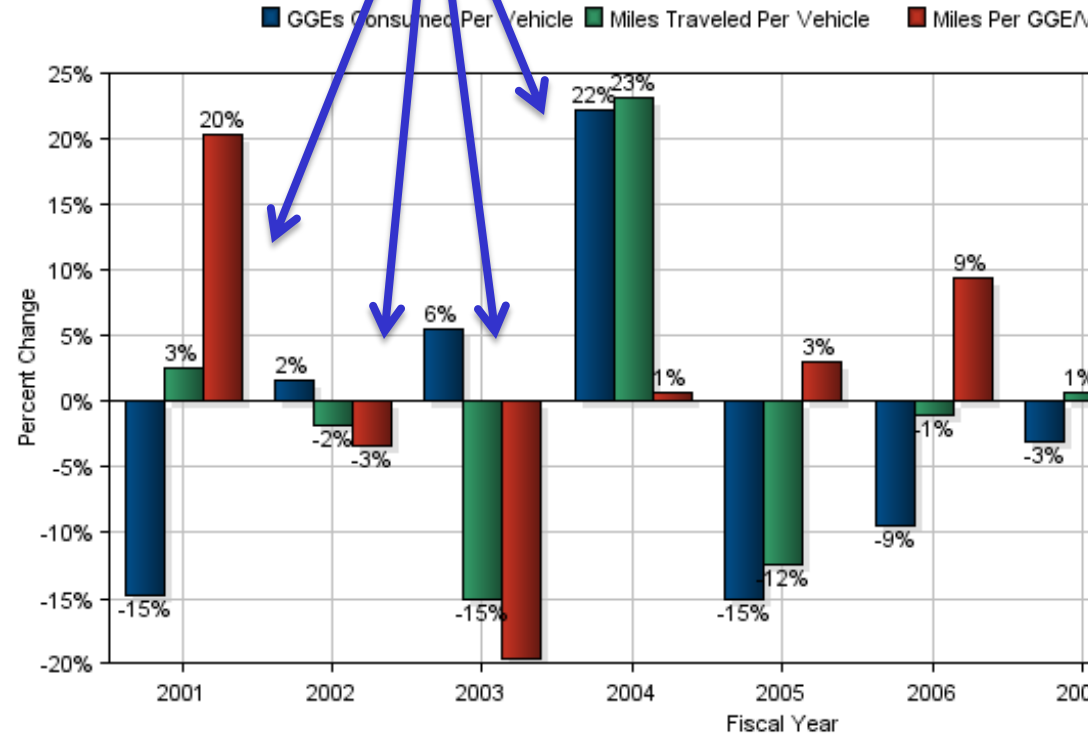
# Fleet Data: FAST

Key Fleet Indicators



Mileage goes up and fuel use goes down. Reverses the following year!

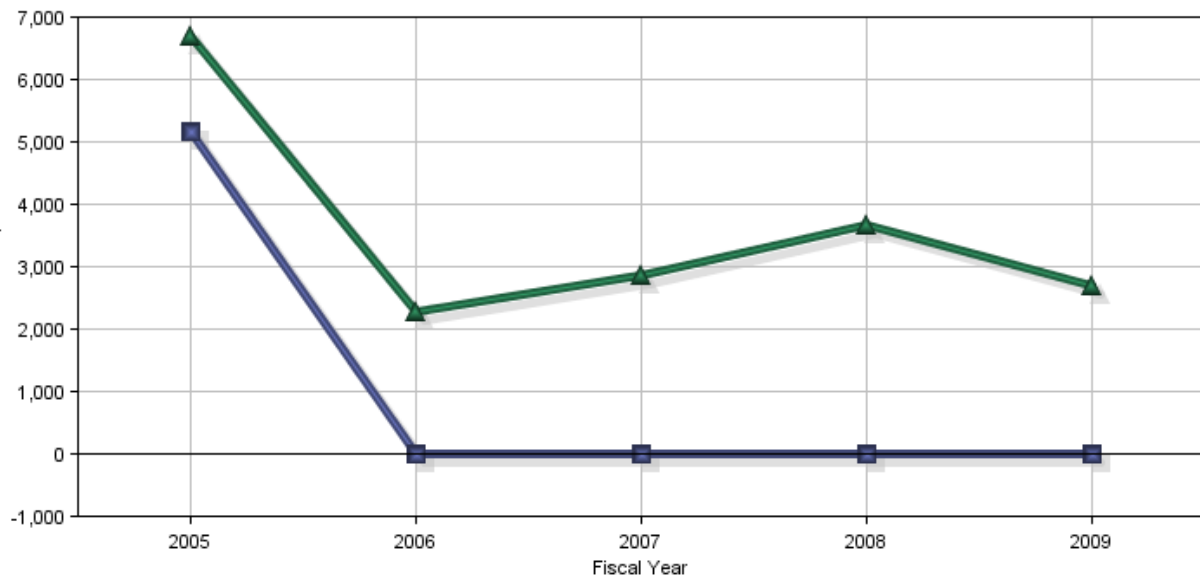
Additional Key Fleet Indicators



# Fleet Data: FAST

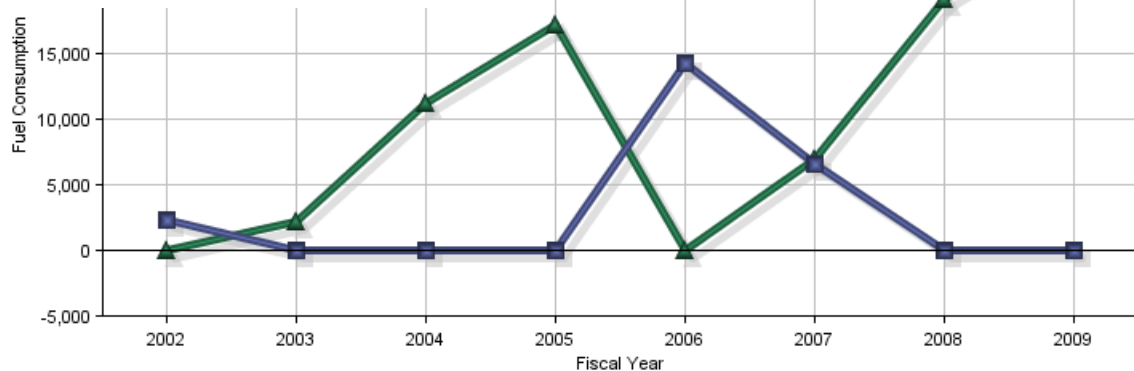
Covered vs. Non-covered Petroleum Consumption (GGEs)

■ Non-Covered Petroleum Consumption ■ Covered Petroleum Consumption



Non-covered Petroleum Consumption (GGEs)

■ Non-Covered Petroleum Consumption ■ Covered Petroleum Consumption



# GSA Fleet Data: Federal Motor Vehicle Registration System

[Privacy and Security](#)



[HOME](#) [ABOUT US](#) [CONTACT US](#)

## License Plate Data



[LICENSE PLATE DATA](#) [TRACK EVERY LICENSE PLATE FROM CREATION TO DESTRUCTION](#)

1 2 3 4

### LOGIN

Username

Password

Note: Password is case sensitive.

**Sign In**

[Forgot Password?](#)

**Please Enter your User ID & Password**

### Related Sites

[GSA](#)  
[Auto Auctions](#)  
[AutoChoice](#)  
[F.A.S.T.](#)  
[FedEMS](#)

### Other Interest

[USA.gov](#)  
[Data.gov](#)  
[Recovery.gov](#)  
[Whitehouse.gov](#)

### Unicor Forms

[SOP Recycling Old Tags](#)  
[SOP Replacing Damaged Tags](#)

### FMVRS Training

[FMVRS Training](#)

### Contact Information

[Click here for more information on GSA Fleet](#)  
U.S. General Services Administration  
1800 F Street NW, Washington, DC 20405



# GSA Fleet Data: Federal Motor Vehicle Registration System

Privacy and Security

Logout

MAIN MENU

RECORDS MENU ▾

REPORTS MENU ▾

SECURITY MENU ▾

ABOUT US

CONTACT US



Main Menu

Click on a link to access the option.



## Records Menu

- > Vehicle and Tag Details
- > Unicor Order Maintenance
- > Vehicle Identification Cards
- > Mass Update Vehicle POC



## Reports Menu

- > Agency Vehicle Inventory
- > Agency License Plate Inventory
- > User Report



## Security Menu

- > My Account
- > Account Management
- > Office Management
- > Office Transfer
- > Admin Function

[Click here to download user guide \(Microsoft Office docx format\)](#)

### Related Sites

GSA  
Auto Auctions  
AutoChoice  
F.A.S.T.  
FedFMS

### Other Interest

USA.gov  
Data.gov  
Recovery.gov  
Whitehouse.gov

### Unicor Forms

SOP Recycling Old Tags  
SOP Replacing Damaged Tags

### FMVRS Training

FMVRS Training

### Contact Information

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1800 F Street NW, Washington, DC 20405

## Reports Carryout (GSA Leased Vehicles)

Inventory

Vehicle Detail

Cost

Usage

Fuel Reports

Accidents

## OMB Sustainability Scorecard

What Actions Are Due Next Report?

What is Your Progress Towards Completion?

What Goals Will You Propose on Next Report?

## Agency Vehicle Management Information System

Do You Have a Viable Agency-wide System?

Do You Know How to Use it To Manage Your Fleet?

# Policies

Begin With FMR 102-34  
Motor Vehicle Management

Check for Agency/Bureau Guidance

Understand What is Due and When  
Note: There is a Mandate Associated with Each  
Reporting Requirement

# Poll Question #3

## Within the Federal Motor Vehicle Registration System you can:

1. Obtain Your Total Inventory of Registered Vehicles
2. Look Up Any Particular Vehicle's License Plate or Registration Information
3. Create a List of Missing License Plates
4. Download the latest User's Guide
5. Take FMVRS Training
6. Pretty Much All of That...and More!

## **Know Your Fleet Policies and If They Incorporate:**

Laws, Executive Orders & Memorandums?

Federal Policy Regulations?

VAM Survey/Vehicle Justification Procedures?

Agency Regulations?

Bureau/Command Regulations?

# Tools

- The Department of Energy's (DOE) Comprehensive Federal Fleet Management Handbook Offers extensive guidance on right-sizing fleets with a VAM.
- FMR Bulletin B-15, Requirements for Management Information Systems in Federal Vehicle Fleets. Provides guidance on establishing an agency vehicle information management system.
- FMR Bulletin B-30 Provides the considerations and requirements for completing a VAM study.
- Alternative fuel vehicle information, including available alternative fuel stations, is available at DOE's Alternative Fuels and Advanced Vehicles Data Center.

## **If You Need Help Developing A Fleet Plan:**

Collaborate With Other People Who Manage  
And Operate Your Agency's Vehicles.

Contact Fleet Managers at Other Agencies

Enroll in FedFleet, Attend Meetings/Workshops

You Can Also Get Help From....



# Getting Help

The GSA Office of Governmentwide Policy  
[Vehicle.Policy@GSA.Gov](mailto:Vehicle.Policy@GSA.Gov)

GSA Office of Motor Vehicle Management  
[GSAfleet@gsa.gov](mailto:GSAfleet@gsa.gov)

# Final Poll Question

**When you get in trouble with motor vehicles, who you gunna call?**

- 1. Ghost Busters**
- 2. The GSA Office of Governmentwide Policy  
([Vehicle.Policy@GSA.Gov](mailto:Vehicle.Policy@GSA.Gov))**
- 3. GSA Office of Motor Vehicle Management  
([GSAfleet@gsa.gov](mailto:GSAfleet@gsa.gov))**

*Questions?*

*Thank You*